



*Supply*

**ENERGY MANAGEMENT**

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This instruction implements AFPD 23-3, *Energy Management*. It establishes responsibilities and procedures outlining Energy Management policies for Kunsan Air Base, Korea. It applies to all assigned, attached or associated units to the 8th Fighter Wing, Kunsan AB.

**SUMMARY OF REVISIONS**

It updates the organization for the Energy Management Steering Group (EMSG) and Energy Management Working Group (EMWG), Facility Managers, Base Energy Manager. A bar (|) indicates revisions from the previous edition.

**1. Objectives.**

- 1.1. To provide proper Energy Management at Kunsan AB consistent with Presidential Executive Order, DOD Directives, and PACAF guidelines for meeting energy conservation goals, closely related environmental compliance requirements, and decreasing operational funds.
- 1.2. All organization commanders, both assigned and tenant, are ultimately responsible for meeting Kunsan AB energy conservation goals and for implementing energy related directives.

**2. Organization and Responsibilities.**

- 2.1. The 8th Fighter Wing Commander (8 FW/CC) will be responsible for establishing energy management programs, identifying requirements, and executing the program to comply with this instruction. Policy and guidance for Energy Conservation Program is covered in paragraph **3.1**.
- 2.2. **Energy Management Steering Group (EMSG).** The EMSG will be the focal point for energy-related matters. The EMSG will be chaired by 8 FW/CC or designee and consists of the group commanders and senior representatives of selected squadrons. The EMSG will meet at least quarterly, or at the discretion of the chairman.

2.3. **The EMWG will execute the policies and objectives of the EMSG.** The EMWG will be chaired by the Base Energy Manager (BEM) and consists of representatives of all 8th Fighter Wing squadrons, tenant units and dormitory managers. The group will meet at least quarterly or at the discretion of the BEM.

2.4. The 8th Operations Group Commander (8 OG/CC) will be responsible for the management of this program for aircraft operations, 8th Maintenance Group Commander (8 MXG/CC) will be responsible for the management of this program for maintenance operations, and the 8th Medical Group Commander (8 MDG/CC) will be responsible for the management of this program for medical operations.

2.5. The 8th Logistics Readiness Squadron Commander (8 LRS/CC) will be responsible for the management of this program for vehicle operations.

2.6. The 8th Civil Engineer Squadron Commander (8 CES/CC) will be responsible for the management of this program for installation facilities.

2.7. The BEM will be the 8 CES energy manager.

2.8. 8 CES Chief of Maintenance Engineering (8 CES/CEOM) is responsible for managing and evaluating the impact of energy disruptions on the 8 FW's mission and facilities and to take actions to eliminate them.

### **3. Energy Management Steering Group (EMSG).**

3.1. **The 8 FW/CC or designee will chair the EMSG.** The representatives of the EMSG are commanders of the 8th Operations Group (8 OG), 8th Maintenance Group (8 MXG), 8th Mission Support Group (8 MSG), 8th Medical Group (8 MDG), and senior representatives of the 8th Civil Engineer Squadron (8 CES), 8th Logistics Readiness Squadron (8 LRS), 8th Comptroller Flight (8 FW/CPTF), United States Army Contracting Command Korea (USACCK), and 8 LRS Fuels Management Flight (8 LRS/LGRF).

3.2. **The BEM will serve as the EMSG secretary.**

3.3. **The BEM will prepare the agenda for the EMSG.** The meeting agenda is designed to inform the installation commander of the status of conservation efforts and the progress being made toward established goals. The following issues will be included on the agenda but not limited to:

- 3.3.1. Total energy costs and BTU consumption.
- 3.3.2. Progress toward achieving energy goals.
- 3.3.3. Reasons for not meeting established goals, if any.
- 3.3.4. Status of major ongoing energy-related projects.
- 3.3.5. Status of utilities funds and expected energy cost savings.
- 3.3.6. Proposed energy projects.
- 3.3.7. Recognition of key players and organizations for a job well done.
- 3.3.8. Any reports due to higher command levels for the upcoming quarter.

3.4. **The EMSG has the following three primary functions:**

- 3.4.1. Develop and promote overall base policies to attain the energy-saving goals as mandated by the US Air Force and/or higher leadership.
- 3.4.2. Be used as a “sounding board” to determine the best methods of conservation and implementation for Kunsan AB before policy and/or project decisions are made.
- 3.4.3. Make suggestions to the chairperson on major policy and budget decisions, while allowing the BEM to make minor operational decisions.

#### **4. Energy Management Working Group.**

- 4.1. The EMWG will implement all matters pertaining to energy conservation as directed by the EMSG.
- 4.2. The chairperson will be the BEM and the members will be appointed by the EMSG. Continuity will be maintained by the appointment of both a primary and an alternate.
- 4.3. The members of the EMWG are representatives from the 8th Operations Support Squadron (8 OSS), 35th Fighter Squadron (35 FS), 80th Fighter Squadron (80 FS), 8th Maintenance Operations Squadron (8 MXOS), 8th Maintenance Squadron (8 MXS), 8 LRS, 8 CES, 8 CS, 8th Mission Support Squadron (8 MSS), 8th Security Forces Squadron (8 SFS), 8th Services Squadron (8 SVS), 8th Medical Operations Squadron (8 MDOS), 8th Medical Support Squadron (8 MDSS), dorm manager representative appointed by 8 CES/CEH, 8 FW group facility managers, DECA manager, AAFES manager, 1/43 Air Defense Artillery representative, and ROKAF representative.
- 4.4. The EMWG will meet at least quarterly or more frequently at the discretion of the chairperson. The responsibilities of the EMWG are as follows:
  - 4.4.1. Disseminate, implement, and enforce energy policies within their group.
  - 4.4.2. Direct, train, and monitor facilities managers on energy conservation at the facility level.
  - 4.4.3. Keep the group commander informed of energy matters.
  - 4.4.4. Discuss energy-saving initiatives for approval at the EMSG level.
  - 4.4.5. Work with the energy manager to improve energy efficiency in their functional areas.
- 4.5. The BEM will use the EMWG to expedite the coordination/implementation of programs/ideas/policies. The EMWG will advise the energy manager on the contacts within their respective squadrons.
- 4.6. The EMWG will ensure the installation commander’s policies are implemented in the base’s processes where energy savings may be realized, initiate approved projects, and provide recommendations to the EMSG as to the best practices for energy conservation.

#### **5. Facility Managers.**

- 5.1. Facility Managers are appointed by each Squadron Commander and shall be responsible for energy conservation duties at the facility level as per the direction of the BEM and/or the EMSG.
- 5.2. The Facility Managers will use the policies and guidelines published by the BEM found in operating instructions, policy letters, or directives of the EMSG for managing their respective energy conservation efforts.

## 6. Base Energy Manager.

6.1. Energy conservation policy is outlined in AFPD 23-3, Air Force Energy Procedures Memorandum (AFEPPM) 91-1 through 4, *Facility Efficiency*, and other policy statements issued by higher headquarters. The BEM will maintain complete files of applicable energy policies, regulations, and instructions.

6.2. The BEM will coordinate and orchestrate the base energy conservation program in a manner such that the base adheres to federally mandated energy conservation policy and USAF guidance and directives.

6.3. The BEM will assist commanders, squadrons, associated units, and any other sub-organizations on all matters concerning energy conservation and awareness, fuel management, and the use of alternative fuel sources.

6.3.1. The BEM should be familiar with and advocate the conservation measures applicable to energy-using equipment, devices, buildings, or vehicles assigned to the installation.

6.3.2. The BEM will evaluate energy conservation requirements, summarize all energy-related statistical data for progress reporting and planning purposes, and initiate energy-awareness programs.

6.3.3. The BEM will educate all members of the installation on energy-related issues and initiate actions to conserve energy.

6.3.4. The BEM will develop energy-saving projects encompassing new construction and renovations to existing infrastructure.

6.3.5. The BEM will use a project review system to ensure the optimal mixture of energy saving technologies is built into new and old facilities.

6.3.6. The BEM will look for sources of energy partnering with the energy providers as well as the Republic of Korea.

6.4. The BEM, in support of the energy savings program, will be responsible for executing the following four main categories of program management. Also included are some examples of the tasks normally executed in support of each management category.

6.4.1. Planning and Organization: Prepare an installation Energy Plan, review and monitor energy-use trends and patterns, and track progress toward meeting DOD energy goals.

6.4.2. Budgeting and Project Programming: Assist in preparing the installation energy budget, request funds for energy projects, and calculate avoided energy costs.

6.4.3. Program Management: Implement Energy Savings Performance Contracts (ESPC) and other energy saving construction projects, establish and promote an energy awareness program, and monitor preventive maintenance programs.

**6.4.4. Administrative:** Prepare Defense Utility Energy Reporting System (DUERS) reports, participate in utilities contract negotiations, and review and evaluate energy suggestions.

**ROBIN RAND, Colonel, USAF  
Commander**

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-3, *Energy Management*

AFEPPM 91-1 through 4, *Facility Efficiency*

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**BEM**—Base Energy Manager

**BTU**—British Thermal Unit

**DECA**—Defense Commissary Agency

**DOD**—Department of Defense

**DUERS**—Defense Utility Energy Reporting System

**EMSG**—Energy Management Steering Group

**EMWG**—Energy Management Working Group

**ESPC**—Energy Savings Performance Contracts

**ROKAF**—Republic of Korea Air Force